Utah State Archives partnering with 14 counties

Digital Image Conversion

Records management

- Chief administrative officers to establish and maintain an active, continuing program for the economical and efficient records management.
- Government records are the property of the State.
- Records are to be retained according to approved retention schedules.
- It is unlawful to destroy or damage records in contravention to approved schedules.

UCA 63A-12-105

Record series

"…a group of records that may be treated as a unit for purposes of designation, description, management, or disposition."

Series number

… a unique, identifying number assigned to a record series.

UCA 63G-2-103(23)

Retention

The period of time a record is in the agency’s custody. Records may be maintained in an agency office, agency storage center, or the State Records Center.

Disposition

After retention is met, the record will either be transferred to State Archives’ custody or be destroyed.

Agency specific retention schedule

A descriptive listing of an agency’s record series including its retention period

General retention schedule

A listing of retention schedules for items that are common to multiple agencies.

www.archives.utah.gov

Record copy

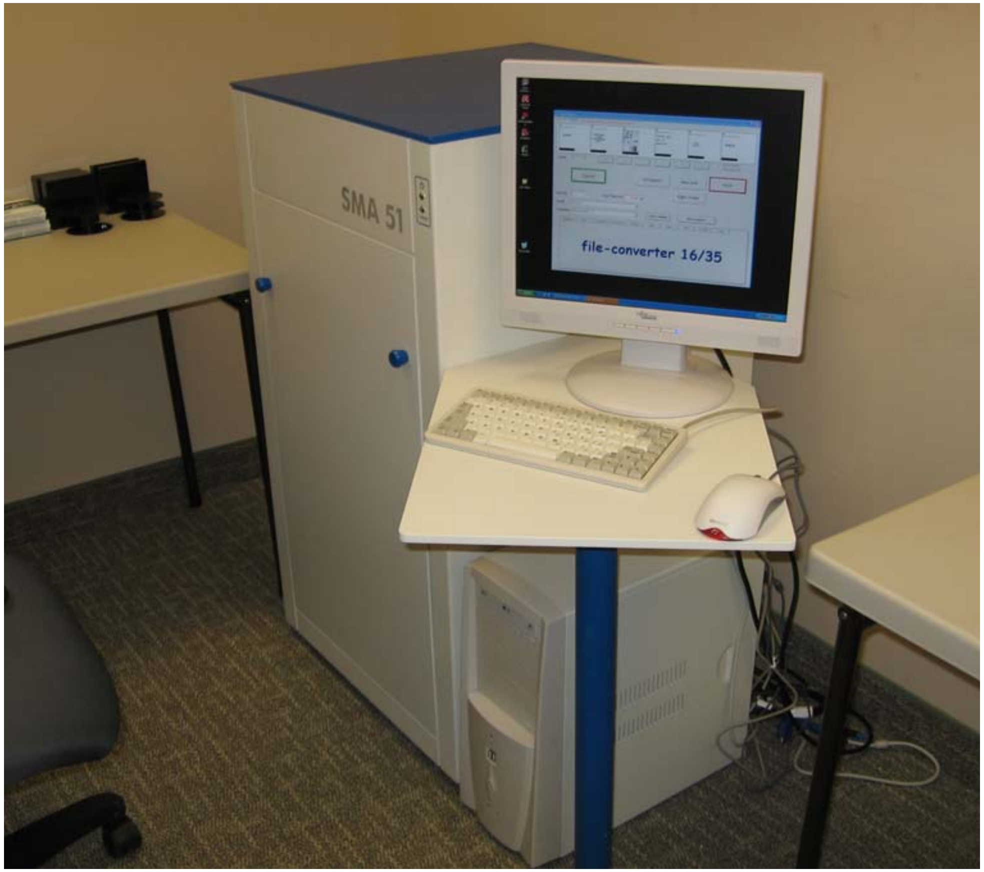
The officially designated copy of a record that will be maintained according to an approved retention schedule. The record copy may be maintained in any format.

Electronic Records Retention

- If an electronic format is the “record copy” it must be able to meet its retention.
  - Compact discs have a life expectancy of 5 to 10 years.
  - Electronic records dependent on ever-changing hardware and software.
  - Paper or microfilm will last 500 years +.

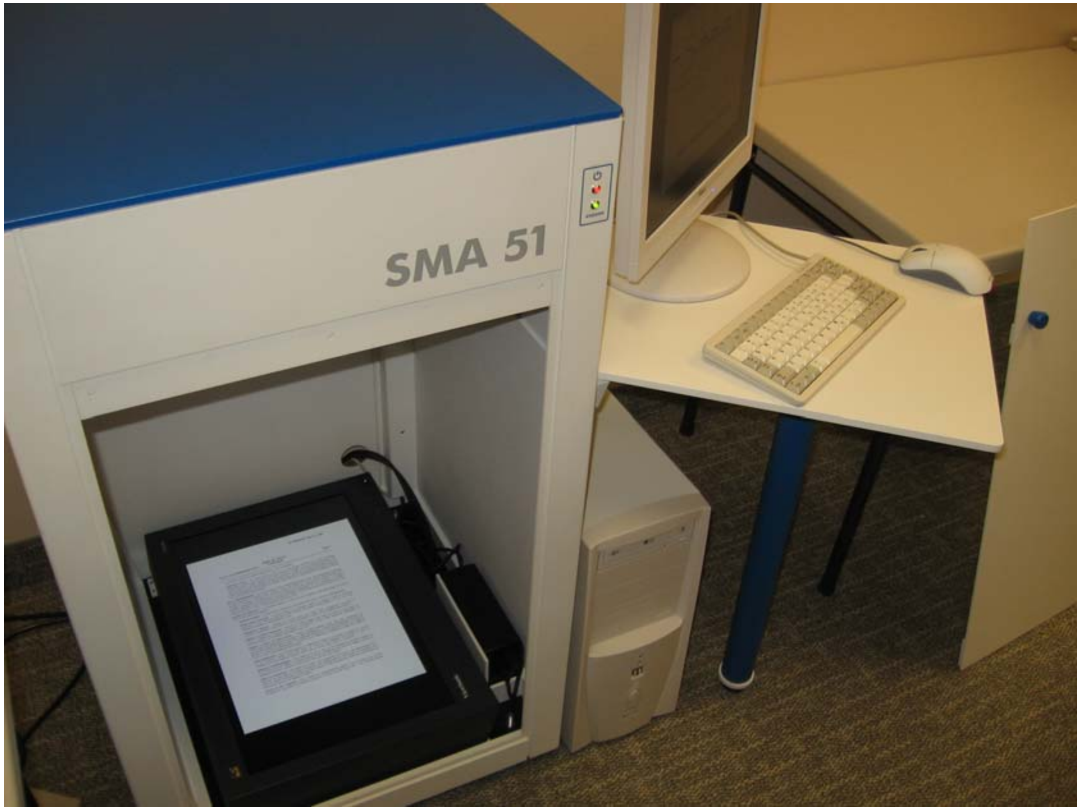
How does the image convertor work?

Images are received on this computer at Utah State Archives.


SMA 51
file-converter 16/35

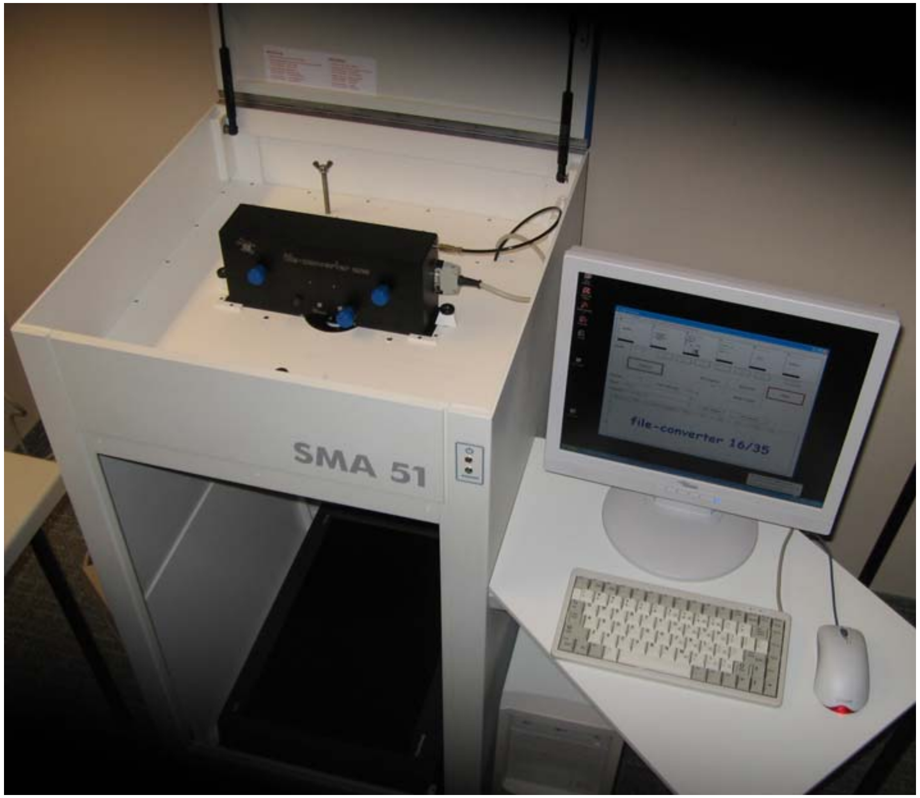
How does the image convertor work?

Images are projected onto a screen in the SMA 51.



How does the image convertor work?

The camera in the top of the SMA 51 takes pictures of the projected images.


SMA 51
file-converter 16/35

How does the image convertor work?

The SMA 51 converts the images into microfilm.

SMA 51
file-converter 16/35

Start up instructions for county transfer of images.

- 1. Set up to access the state server.
  - www.emerycounty.com/recorder/download
- 2. Use login and password to open default directory for your county on state SFTP server.

Start up instructions to set up folders for each series – step 1

- Check to see if records are already specifically scheduled. www.archives.utah.gov
- If not, schedule a new record series.
- A series number is important for indentifying and tracking your records.

Start up instructions to set up folders for each series – step 2

- Complete a digital work order request for each series.
  - http://www.archives.utah.gov/recordsmanagement/forms/digital-to-microfilm-workorder.html
  - Archives will send you a work order which will become one of the identifying targets.

Scanning specifications

- Documents must be scanned
  - TIFF images on an optical scanner
  - At least 300 ppi
  - Scanned at 100 %

- Mountain West Digital Library provides standards.

  http://www.bcr.org/cdp/best/digital-imaging-bp.pdf

Scanning orientation

- All documents, including targets must be scanned in the same orientation as follows:
- Portrait orientation
  - Legal size documents and smaller for 16mm
  - Legal size documents and smaller for 35mm
- Landscape orientation
  - Larger than legal size documents must be 35mm

Instructions for file creation – step 1

- Submissions include beginning and end targets with scanned images sandwiched in the middle.
- Documents must be in the same order they will appear on the microfilm.
  - Save start targets in a multi-page TIFF file and label them 000000.
  - Save end targets in a multi-page TIFF file and label them 99999.
- Retrieve files to be microfilmed labeling them with numbers greater than 00000 and less than 99999.

Instructions for file creation – step 2

- Multiple-page TIFF files are okay.
- Do a quality control check of all images.
- Label the file as follows:
  - First four letters of county name -- kane
  - Scanner number, a unique number assigned to each agency -- 260
  - Roll number, starting with #1 for each agency -- 01

kane 260-1

Order of beginning targets:

- 1. **Start**
- 2. **Continued from proceeding roll** (if applicable)
- 3. **Scan test target** (test focus sheet printed on photograph paper must be rescanned for each new transmission)
- 4. **Scanner number/ roll number/ series number** (This page also has details about the scanning such as PPI, format, image, and ‘scanned @ 100%.’)
- 5. **Work order** (Archives will provide this target)
- 6. **Title** page
- 7. **Classification** page
- 8. **Agency certificate** (validates that the documents in the file are the real and true documents they are purported to be)
- 9. **Operator certificate** (identifies the person who scanned the images as well as the boundaries included documents)

Order of ending targets:

- 1. **Operator certificate** (identifies the person who scanned the images as well as the document boundaries)
- 2. **Agency certificate** (validates that the documents are the real and true documents they are purported to be)
- 3. **Classification** page
- 4. **Title** page
- 5. **Work order** (Archives will provide this target)
- 6. **Scanner number/ roll number/ series number** (This page also has details about the scanning such as PPI, format, image, and ‘scanned @ 100%.’)
- 7. **Continued on next roll** (if applicable)
- **8. End of roll please rewind**

Image counts per roll including targets

- 16mm portrait = 2,000 images
- 35mm portrait = 1,100 images
- 35mm landscape = 750 images

  (based on plat or map size)

Submitting file

- Submit the digital-to-microfilm transfer request
  - http://www.archives.utah.gov/recordsmanagement/forms/digital-to-microfilm-transfer.html
- Save the file in the appropriate folder on the SFTP server.
  - There is a separate folder for each record series

Archives response

- To receive the file and develop it into microfilm.
- Notify you that the process is complete.
- Store the master copy at perpetual storage.
- Send copies to you at your request
  - $10 per roll for 35 mm
  - $9 per roll for 16mm

Questions?